

Amendments to Zoning Regulations (Text Amendment) Information Sheet



When does this process apply?

When a member of the public requests to have the Village change language within the Zoning Ordinance this process shall be followed.

Application Process

Applicants are required to submit all materials outlined in the attached checklist before it is considered complete.

Administrative Review

Once the application is complete the Zoning Administrator completes an evaluation of the request and materials. This evaluation is forwarded to the Plan Commission for their review.

Public Hearing

A public hearing will be set with the Plan Commission so that members of the public can express their opinions on the proposed changes. A public hearing requires a Class 2 Public Notice, which is two insertions of the notice in the newspaper. Noticing must be completed before the public hearing can be held. This is a State law.

Plan Commission Review

The Plan Commission will review the submitted materials and comments made during the public hearing. The Plan Commission will recommend, reject or modify the proposed amendment and forward its decision to the Village Board.

Village Board Action

The Village Board will review the proposal and Plan Commission's decision. The Board will make approve or reject the proposal. This is the final action of this process.

Timing

Applicants are advised to submit complete materials at least four weeks in advance of the Plan Commission meeting.

Effect of Denial

If the proposal is rejected a new application submittal of the same or similar proposal will not be considered for 12 months.

Amendments to Zoning Regulations (Text Amendment) Checklist



This document is published to provide supplemental information to applicants. Applicants should reference Title III Chapter 2 Section 13.02 of the Poynette Village Code for a full description of requirements.

STEPS PRIOR TO SUBMITTING APPLICATION MATERIALS – NO FEE

| <u>Step</u> | <u>Completed</u> |
|--|------------------|
| Pre-Application Consultation with Village Staff (optional) | |
| Pre-Application Consultation with Plan Commission (optional) | |

MATERIALS REQUIRED PRIOR TO PLACEMENT ON AGENDA

| <u>Document</u> | <u>Received</u> |
|--|-----------------|
| Application Form | |
| Copy of the portion of the current provisions proposed to be amended | |
| Copy of the text that is proposed to replace the current text | |
| \$300 fee | |
| Digital Versions (PDFs) of all materials. | |

ADMINISTRATIVE REVIEW PROCESS

| <u>Review</u> | <u>Completed</u> |
|--|------------------|
| Zoning Administrator Certifies Completed Application | |
| Zoning Administration Evaluation | |
| Notice of Public Hearing Published – Class 2 Notice | |

PUBLIC HEARING

| <u>Action</u> | <u>Completed</u> |
|--------------------------------|------------------|
| Plan Commission Public Hearing | |

LEGISLATIVE APPROVAL PROCESS

| <u>Action</u> | <u>Approve</u> | <u>Reject</u> | <u>Modify</u> |
|--------------------------------|----------------|---------------|---------------|
| Plan Commission Recommendation | | | |
| Village Board Action | | | |

Amendments to Zoning Regulations (Text Amendment) Application



Applicant Information:

Name(s): _____

Firm Name (if any): _____

Relationship (check one): Owner Tenant Prospective Owner/Tenant Representing: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Property Owner Information:

Name(s): _____

Ownership (check one): Individual Trust Partnership Corporation/LLC Other

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Summary of Proposed Amendment (attach pages as necessary):

Amendments to Zoning Regulations (Text Amendment) Application



REQUIRED: Written justification for the proposed text amendment, consisting of the reasons why the applicant believes the proposed text amendment is in harmony with the Comprehensive Plan:

1. Is the proposed text amendment consistent with the Comprehensive Plan?

2. Does the proposed text amendment further the purposes and intent of the Zoning Ordinance and Section to which the amendment is proposed?

3. Does the amendment address any of the following deficiencies or omissions as compared to the current language of this Chapter? (a) A change has occurred in the land market, or other factors have arisen that require a new form of development, a new type of land use, or a new procedure to meet said changes(s); (b) New methods of development or providing infrastructure make it necessary to alter this Chapter to meet these new factors; (c) Changing governmental finances require amending this Chapter in order to meet the needs of the government in terms of providing and affording public services; or (d) there is an error or internal inconsistency in this Chapter.

4. Does the proposed amendment maintain the desired compatibility with allowable land uses, land use intensities, and impact on resources of the affected zoning district(s)?

Expectations and Tips: Reimbursement for Village Development Review



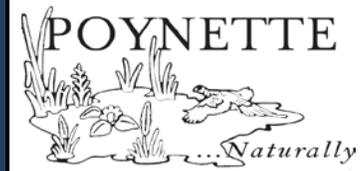
ATTENTION READ CAREFULLY

Development review processes often require the use of Village consultants, such as planning, engineering and legal consultants. Because it is the applicant who is generating the need for the service, the Village’s policy is to assign consultant costs to the applicant, as opposed to asking general taxpayers to cover these costs. This policy also helps maintain a relatively small permanent Village staff. Applicants are asked on the “Signature of Understanding” page to acknowledge that costs for development review services will be billed back to them for reimbursement. Unpaid costs by the applicant will be applied to the property tax bill or intercepted through the State’s income tax process.

The development review costs provided below represent the *estimated* range of costs associated with each particular type of development review. This usually involves analysis and preparation of a written recommendation to a Village committee, Board, or staff. Costs vary depending on a range of factors, including the type of application, completeness and clarity of the development application, complexity of the proposed development, degree of cooperation from the applicant, and level of community interest.

| Type of Development Review Being Requested | Typical Consultant Review Costs |
|--|---------------------------------|
| Land Division | |
| Certified Survey Map | \$100-400 |
| Preliminary Subdivision Plat | \$1,500 to \$2,500 |
| Final Plat (does not include any development agreement time) | \$500 to \$1,200 |
| Condominium Plat | \$1,500 to \$2,500 |
| Rezoning | |
| To a standard (not Planned Neighborhood) zoning district | \$400 to \$2,000 |
| To PN zoning district, including General Development Plan | \$2,000 to \$5,000 |
| Text Amendment | \$100-\$500 |
| Conditional Use | \$100 to \$500 |
| Sign Permit | \$0 - \$50 |
| Site Plan | \$100 to \$500 |
| Variance | \$100 - \$1,000 |
| Zoning Interpretations | \$100 - \$500 |
| Annexation | \$500 - \$1,000 |
| Vacate Village Land/Right of Way | \$300 - \$1,000 |

Expectations and Tips: Reimbursement for Village Development Review



Applicants for Village development approvals can help manage and minimize their development review costs and often speed up development review by following these tips:

- 1. Talk or meet with Village Zoning Administrator before submitting an application.** Before you make significant investments in your project, the Administrator can help you understand the feasibility of your proposal, what Village plans and ordinances will apply, the type of review process there will be, and how to prepare a complete application.
- 2. Submit a complete and thorough application.** One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with Village ordinance requirements. There are checklists built into development approval applications to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.
- 3. Consider working with an experienced professional to help prepare your plans.** Professional engineers, land planners, architects, surveyors and landscape architects should be familiar with standard development review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for the Village's consultants to review, saving you money in the long run. Any project that includes site grading, stormwater management, or utility work; significant landscaping; or building remodeling or expansion generally requires professionals. For less complicated proposals, it is acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the Village's staff and planning consultant still need to ensure that your proposal meets all requirements. All plans must be prepared with attention to detail.
- 4. For more complex projects, submit your project for conceptual review.** Conceptual review of preliminary plans almost always saves time, money, stress, and frustration in the long run for everyone involved. Conceptual plans may be submitted to the Zoning Administrator, who may share with the planning consultant for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help identify key issues.
- 5. Hold a neighborhood meeting for larger and potentially more controversial projects.** For these types of projects, one way to help the formal development review process go more smoothly is to host a meeting for the neighbors. This usually should happen before you even submit a formal development review application. A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions, and address issues in an environment that is less formal and potentially less emotional than a Plan Commission or Village Board meeting. Please notify Zoning Administrator of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware; and document the outcomes of the meeting to include with your application.

Signature of Understanding



APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL THIS PAGE IS SIGNED.

By signing and dating below, I/We:

1. Reviewed and understand the applicable Village of Poynette ordinances and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village's ordinances and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date